United Nations Staff Union

Polling Officers

PO/93/14

5 November 1993

TO: All Staff Union Members at Headquarters and Overseas

FROM: United Nations Polling Officers

SUBJECT: Proposed electoral units for the 37th Staff Council

1. In accordance with Article 13 of the Statute and Rules of the Staff Union of the United Nations Secretariat and Staff Rule 108.1(c), the Polling Officers have apportioned the number of representatives in the Staff Council for 1992 as indicated below. A delay in the apportionment was caused by the ongoing restructuring in certain areas of the Secretariat and difficulties in obtaining the required data.

2. On 15 October 1993, the Personnel Data Unit, Office of Human Resources Management, provided the data on which this apportionment is based. The information supplied reflects the staffing as of 15 October 1993. Therefore, for the purpose of this apportionment, only data as of 15 October 1993 will be considered valid.

3. Article 13, paragraph 4 of the Statute permits staff in the proposed electoral units to make representations in connection with this apportionment.

4. Written representations (petitions) stating the reason for dissatisfaction and indication of alternative proposals must be received on or before close of business, on Wednesday, 24 November 1993, by Abdallah Abdallah, President, United Nations Polling Officers, Room DC2-756.

5. Total number of staff in units 1 thru 50 = 5600, optimum number of staff per electoral unit = 112.00 (5600 divided by 50).

CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No.of Seats
		OFFICES OF THE SECRETARY-GENERAL		
	1	Offices of the Secretary-General,		
		Executive Office of the SG	62	
		Protocol and Liaison Service	13	
		Office of the Special Adviser to the SG for Public Policy	16	
			91	1

CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	2	DEPARTMENT OF PEACE KEEPING OPERATIONS AND DEPARTMENT OF HUMANITARIAN AFFAIRS		
		Office of the USG	21	
		Executive Office	5	
		Situation Centre	4	
		Africa Division	8	
		Military Division	19	
		Europe and Latino America Division	6	
		Asia and The Middle East Division	6	
		Office of the USG	7	
		New York Office	1	
		Policy Planning and Evaluation Unit	4	
		Information and External Relations Unit	2	
		Regional Monitoring Unit	2	
		Africa	3	
		Asia	1	
		CIS and Eastern Europe	3	
		Latin America	1	
		Middle East	1	
		Chernobyl	1	
		Geneva Office	1	
			96	1
		DEPARTMENT OF POLITICAL AFFAIRS		
	3	Office of the USG	7	
		Co-ordination and Reports Unit	3	
		PROGRAMME SUPPORT SERVICES		
		Executive Office	4	
		Editorial Unit	3	
		Unit on peaceful settlement process in the Middle East	3	
		Branch on Pacific Settlement Procedures in Africa	11	
		Electoral Assistance Unit	11	
		Division for Regional Co-operation and Self Determination	23	
		Programmes Against Apartheid and for Palestinian Rights	2	
		Namibia Transition Unit	2	
		Research and Data Analysis Unit	5	
		Centre Against Apartheid	30	
		Division for Palestinian Rights	16	
			120	1

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CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	4-5	Office of the USG	8	
		Office of the ASG	7	
		Executive Office	15	
		Americas Division	12	
		East Asia and Pacific Division	11	
		Europe Division	11	
		West Asia Division	13	
		Office of General Assembly and Security Council Affairs	58	
		Office for Disarmament Affairs	37	
			172	2
		OFFICE OF LEGAL AFFAIRS		
	6	Office of the Legal Council		
		Treaty Section	38	
		General Legal Division	30	
		Codification Division	18	
		Secretariat of the Administrative Tribunal	3	
		Division of Ocean Affairs and Law of the Sea	30	
			119	1
	7	UNJSPF and UNJSPC	105	1
		DEPARTMENT OF POLICY COORDINATION AND SUSTAINABLE DEVELOPMENT		
	8-9	Office of the USG	4	
		Executive Office	2	
		Policy Development Branch	3	
		Poverty and Food Security Branch	2	
		Operational Activities for Development Branch	2	
		Division for Sustainable Development		
		Office of the Director	3	
		Secretariat of the Global Conference on the Sustainable Development of Small Island Developing States	4	
		Division of Economic and Social Council Affairs and Inter-Agency Coordination	2	
		Interorganizational Coordination and Cooperation Branch	2	
		Non-governmental Organizations Unit	1	
		Meetings Servicing Branch	7	

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CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	8-9 cont.	Programme and Documentation Planning Section	1	
		Editorial Control Section	1	
		Division for Africa and Least Developed Countries	4	
		Secretariat of the World Summit for Social Development and Division for Social and Policy Development	10	
		Secretariat for the International Year of the Family	1	
		Secretariat of the Fourth World Conference on Women and Division for the Advancement of Women	8	
		Geneva Offices	10	
		Macroeconomic and Social Policy Analysis Division	82	
		Population Division	70	
			224	2
		DEPARTMENT FOR ECONOMIC AND SOCIAL INFORMATION AND POLICY ANALYSIS		
	10-11	Office of the USG	9	
		Executive Office	14	
		Statistical Division	180	
			203	2
		DEPARTMENT OF DEVELOPMENT SUPPORT AND MANAGEMENT SERVICES		
	12-13	Office of the USG	8	
		Executive Office	11	
		PSD		
		Office of the Director	5	
		TARAS	56	
		Fellowships	29	
		Contracts and Procurement	36	
		Finance	20	
		Reports Unit	3	
		Division for Development Administration		
		Public Administration	22	
		Public Finance and Management Branch	11	
			200	2
	14-15	DDSMS		
		Natural Resources and Energy Division		
		Water Resources Branch	24	

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CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	14-15 cont.	Energy Branch	25	
		Mineral Resources Branch	22	
		Science and Technology Branch	28	
		Office of the Director	12	
		Infrastructure and Transport Branch	24	
		Policy Programming and Development Planning Division		
		Policy Co-ordination Branch	13	
		Development Planning Advisory Branch	40	
		Country Programme Evaluation Branch	6	
			194	2
		DEPARTMENT OF ADMINISTRATION AND MANAGEMENT		
	16	Office of the Under-Secretary-General Joint Appeals Board, Joint Disciplinary Committee and Co-ordinator Panel of Counsel	26	
		Executive Office	23	
		Secretariat of the Advisory Committee on Administrative and Budgetary Questions	9	
		Internal Audit Division	48	
		Secretariat of the UN Board of Auditors and Panel of External Auditors of the UN and Specialized Agencies	6	
			112	1
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		OFFICE FOR PROGRAMME PLANNING, BUDGET AND FINANCE		
	17-18	Office of the ASG, (Controller)	6	
		Financial Management and Control Division	12	
		Contributions Section	10	
		Peace-Keeping Financing Division	29	
		Programme Planning and Budget Division	5	
		Accounts Division	131	
			193	2
	19	Insurance and Claims Section	15	
		Economic, Social and Human Rights Service	15	
		Political, Legal & Common Service	13	
		Central Monitoring and Systems Control Services	22	
		Treasury	15	
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CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	19 cont.	Evaluation and Management Advisory Service	2	
		Central Evaluation Unit	9	
		Management Advisory Service	11	
			102	1
		OFFICE OF HUMAN RESOURCES MANAGEMENT		
	20	Office of the Director, AMOHRM	7	
		Secretariat of the Appointment and Promotion Bodies	6	
		Planning and Information Unit	3	
		Personnel Data Work	4	
		Personnel Records Work	6	
		Recruitment and Placement Division,		
		Office of the Director	2	
		Professional Staffing Service	41	
		General Service Staffing Section	10	
		Examinations and Tests Section	13	
			95	1
	21	Staff Administration and Training Division, Office of the Director	2	
		Staff Administration and Monitoring Service and Staff Committee Work	23	
		Administrative Review Unit	8	
		Rules and Personnel Manual Unit	6	
		Compensation and Classification Service	21	
		Training Service	4	
		Language Training Section	14	
		Occupational Training Section	8	
		Medical and Employee Assistance Division		
		Office of the Director	3	
		Medical Service	30	
		Staff Activities Unit	10	
		Office of Staff Counsellor	3	
			132	1
		OFFICE OF GENERAL SERVICES		
	22	Mail Operations Section	3	
		Pouch Unit	12	
		Mail Unit	15	
		Messenger Unit	73	
		Garage Administration	4	
			107	1

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CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	23-24	BMS		
		Maintenance and Operations Section	116	
		Transportation Section	4	
		Shipping and Receiving, Traffic, Travel and Local Transportation Units	49	
		Office Accommodation Shop	16	
			185	2
	25-26	Security and Safety Service	256	2
	27-28	Building and Commercial Services Division		
		Office of the Director	3	
		Overseas Property Management and Construction Unit	6	
		UNPA	10	
		Operation, Production and Marketing Units	37	
		Archives and Records Management Section		
		Records Management Unit	12	
		Archives Unit	17	
		Purchase and Transportation Service	14	
		Processing Unit	25	
		Headquarters & Regional Offices Procurement Section	11	
		Field Missions Procurement Section Freight Forwarding Unit	30	
		Equipment and Supplies Services Section, Property Management Stores Control	9	
		BMS, Office of the Chief	7	
			181	2
	29	Field Operations Division	117	1
		DEPARTMENT OF PUBLIC INFORMATION		
	30-31	Office of the Assistant Secretary Gendral	11	
		Executive Office	25	
		Human Resources Management Unit		
		Budget, Finance and General Services Unit		
		Programme Evaluation and Communications		
		Research Unit	9	

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CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	30-31 cont.	Office of the Spokesman for the Secretary General	23	
		News Distribution Section		
		Documents Distribution Unit		
		Media Division	17	
		News Coverage Service		
		Meetings Coverage Section	23	
		Central News Section	7	
		Radio and Video Service		
		Radio Section	3	
		Central Programmes Unit	6	
		Regional Programmes Units	18	
		Anti-Apartheid Radio Section	19	
		Video Section	18	
		Television and Audio-Visual Production Section		
		Television News and Production Facilities Unit	10	
		Photo Unit	13	
		Audio-Visual Production Libraries Unit	9	
		Medial Accreditation and Liaison Unit	7	
		Promotion and Distribution of Audio-Visual Materials Unit	6	
		Library and Publications Division	2	
			226	2
	32	Dag Hammarskjold Library	131	1
		Systems Development Unit		
		User Services Section		
		Reference Units		
		Collection Unit		
		United Nations Materials Technical Services Section		
		External Materials Techincal Services Section		
		Acquisition Unit		
		Cataloguing Unit		
	33-34	Publications Service	3	
		Year book Section	12	
		UN Chronicle Section	8	
		Development Business Section	12	
		Design Section	2	
		Production and Coordination Section	10	
		Cartographic Section	5	
		External Publications Unit	10	

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CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	33-34 cont.	Promotion and External Relations Division	4	
		Policy and Information Service	5	
		Peace and Security Section	3	
		Development and Human Rights Section	10	
		Anti-Apartheid, Palestine and Decolonization Section	7	
		Africa Section	5	
		Editorial Section	2	
		Planning and Promotion Service		
		Planning and Special Programmes Section	9	
		Exhibits Unit	12	
		Non-Governmental Organizations Section	7	
		Public Services Section	15	
		Guided Tours Unit		
		Group Programme and Community Liaison Unit		
		Public Inquiries Unit	5	
		External Relations Service	14	
		Information Centres Programme Section		
		Centres Administrative Unit		
		Dissemination Unit	8	
		Information Centres and Services		
		Publishing Division	6	
		Printing Section, Cost and Planning, Copy Preparation and Proofreading, Graphic Presentation, and Cartographic Units	42	
		Sales Section	2	
		UNCTAD Liaison Office	6	
			224	2
		OFFICE OF CONFERENCE SERVICES		
	35	Office of the Director	6	
		Executive Office	19	
		Editorial and Official Records Div.	10	
		Editorial Service	1	
		Editorial Control Section	4	
		Official Records Editing Section	58	
		United Nations Journal	3	
		Documents Control	18	
			119	1

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CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	36	Distribution Section	38	
		Mechanical Addressing Unit	3	
		Initial, Delegation, Secretariat, Language Service and Information Centres Distribution Units	43	
		Secondary Distribution Packing and Storage Unit	12	
		Sales Dispatch Unit	6	
		Stock Control Unit	11	
		Documents Records Unit	10	
			123	1
	37	Production Control Unit	6	
		Mechanics Unit	6	
		Reproduction Plant	100	
			112	1
	38-39	Interpretation and Meeting Division		
		Office of the Director	1	
		Planning and Meeting Service Section	3	
		Planning, and Meeting Servicing Units	19	
		Interpretation Service	5	
		Arab, Chinese, English, French, Russian and Spanish	112	
		Verbatim Reporting	57	
			197	2
	40	Arabic Translation Service	65	
		Arabic Typing Unit —	51	
			116	1
	41	Chinese Translation Service	70	
		Chinese Typing Unit	51	
			121	1
	42	Translation Division	10	
		English Translation Service	26	
		English Typing Unit	40	
		German Translation Section	9	
		Documentation, Reference and Terminology	44	
			129	1
	43	French Translation Service	50	
		French Typing Unit	45	
		Stenographic Section	3	
		Correspondence Unit	8	
			106	1

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CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
	44	Russian Translation Service	54	
		Russian Typing Unit	49	
			103	1
	45	Spanish Translation Service	51	
		Spanish Typing Unit	45	
			96	1
UNICEF	46-47	Office of the Executive Director	26	
		Management Review Unit	2	
		Planning and Coordination Office	15	
		Evaluation Office	23	
		Administrative Management	45	
		Internal Audit	16	
		Office of the Secretary of Executive Board	12	
		Information Resources Management	50	
		Division of Personnel	90	
		Supply Division	17	
		Outposting (Canada, Ottawa)	1	
			297	2
	48-49	Division of Financial Management	97	
		Programme Division	186	
		Programme Funding	33	
		Emergency Operations	2	
			318	2
	50	Greeting Card Operation	108	
		Division of Information	57	
		Division of Public Affairs	38	
			203	1

CODE	UNIT	COMPOSITION OF UNITS	No. of Staff	No. of Seats
		OVERSEAS FIELD UNITS		
unicef	51-55	UNICEF Field Offices:		
		Middle East Region	614	
		Central African Region	1,144	
		Southern African Region	1,558	
		South Asia and the Pacific Region	1,063	
		East Asia and the Pacific Region	524	
		Americas Region	727	
			5,630	5
	56-57	Mission and Field Service Staff UNMOIP, UNARDOL, UNAVEM, UNDOF, UNFCYP, UNIFIL, UNSD, UNTSO, UNSCOM, ONUSAL, OSGAP, UNICOM, UNOSGI, MINURSO, ONUMOZ, LUSAKA, MISIVIH, UNAMIR, UNAUB, UNEP, UNMOT, UNOMIG, UNOMIL, UNOMSA, UNOMUR, UNOSOM, UNPROFOR, UNTAC	3,705	2
	58	UN Information Centers (UNIC)	295	
		UN University	140	
		OALOS; INSTRAW	32	
			467	1
	59-60	DDSMS Project Personnel Units for Africa, Middle East, Asia, Pacific, Europe and Latin America & Regional Projects	220	2

Optimum number of staff per Electoral Unit = 1002.2, 10,022 divided by 10.

United Nations Staff Union

Polling Officers

PO/93/15

7 December 1993

TO: All Staff Union Members at Headquarters and Overseas

FROM: United Nations Staff Union Polling Officers

SUBJECT: Announcement of Electoral Units for the 37th Staff Council and call for nominations

1. Staff members are hereby invited to nominate, on the attached nomination form, candidates for the posts of representative and alternate representative of their respective electoral Unit(s) for the 37th Staff Council election. Each form should be signed by seven staff members of the unit concerned, as well as by the two nominees.

2. All Staff Union members, with the exception of Polling Officers, are eligible for nomination.

3. Nominations should be received no later than Tuesday 28 December 1993 by Mr. Abdallah Abdallah, President of the UN Polling Officers, Room DC2-756, United Nations, New York, N.Y. 10017.

4. Please note that nominations must be submitted in pairs, i.e. staff representative and alternative staff representative designated on one nomination form. Nomination forms received without such designation will be returned as incomplete. Also, nominees and staff nominating them must be from the same unit.

UNIT	COMPOSITION OF UNITS	No. of Seats
	OFFICES OF THE SECRETARY-GENERAL	
1	Offices of the Secretary-General, Executive Office of the SG Protocol and Liaison Service Office of the Special Adviser to the SG for Public Policy	1

UNIT	COMPOSITION OF UNITS	No. of Seats
	DEPARTMENT OF PEACE KEEPING OPERATIONS AND DEPARTMENT OF HUMANITARIAN AFFAIRS	
2	Office of the USG Executive Office Situation Centre Africa Division Military Division Europe and Latino America Division Asia and The Middle East Division	
	Office of the USG New York Office Policy Planning and Evaluation Unit Information and External Relations Unit Regional Monitoring Unit Africa Asia CIS and Eastern Europe Latin America Middle East Chernobyl Earkt Warning Project	1
3	Field Operations Division	1
	DEPARTMENT OF POLITICAL AFFAIRS	
4	Office of the USG Co-ordination and Reports Unit Programme Support Services Executive Office Editorial Unit Unit on peaceful settlement process in the Middle East Branch on Pacific Settlement Procedures in Africa Electoral Assistance Unit Division for Regional Co-operation and Self Determination Programmes Against Appartheid and for Palestinian Rights Namibia Transition Unit Research and Data Analysis Unit Centre Against Appartheid Division for Palestinian Rights	1

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UNIT	COMPOSITION OF UNITS	No. of Seats
5-6	Office of the USG Office of the ASG Executive Office Americas Division East Asia and Pacific Division Europe Division West Asia Division Office of General Assembly and Security Council Affairs Office for Disarmament Affairs	2
	OFFICE OF LEGAL AFFAIRS	
7	Office of the Legal Council Treaty Section General Legal Division Codification Division Secretariat of the Administrative Tribunal Division of Ocean Affairs and Law of the Sea	1
8	UNJSPF and UNJSPC Investment Management Services Regional Commision Liasion Office	1
	DEPARTMENT OF POLICY COORDINATION AND SUSTAINABLE DEVELOPMENT	
9-10	Office of the USG Executive Office Policy Development Branch Poverty and Food Security Branch Operational Activities for Development Branch Division for Sustainable Development Office of the Director Secretariat of the Global Conference on the Sustainable Development of Small Island Developing States Division of Economic and Social Council Affairs and Inter-Agency Coordination Interorganizational Coordination and Cooperation Branch Non-governmental Organizations Unit Meetings Servicing Branch	

UNIT	COMPOSITION OF UNITS	No. of Seats
9-10 cont.	Programme and Documentation Planning Section Editorial Control Section Division for Africa and Least Developed Countries Secretariat of the World Summit for Social Development and Division for Social and Policy Development Secretariat of the Fourth World Conference on Women and Division for the Advancement of Women ICSC	2
	DEPARTMENT FOR ECONOMIC AND SOCIAL INFORMATION AND POLICY ANALYSIS	
11-13	Office of the USG Executive Office Statistical Division Population Division Macroeconomic and Social Policy Analysis Division	3
	DEPARTMENT OF DEVELOPMENT SUPPORT AND MANAGEMENT SERVICES	
14-15	Office of the USG Executive Office PBD Office of the Director Associate Experts Unit Project Personel Management and Training Service Contracts and Procurement Finance Reports Unit Division for Development Administration Public Administration Public Finance and Management Branch	2
16-17	DDSMS Natural Resources and Energy Division Water Resources Branch Energy Branch Mineral Resources Branch Science and Technology Branch Office of the Director Infrastructure and Transport Branch	

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UNIT	COMPOSITION OF UNITS	No. of Seats
16-17 cont.	Policy Programming and Development Planning Division Policy Co-ordination Branch Development Planning Advisory Branch Country Programme Evaluation Branch	2
	DEPARTMENT OF ADMINISTRATION AND MANAGEMENT	
18	Office of the Under-Secretary-General Joint Appeals Board, Joint Disciplinary Committee and Co-ordinator Panel of Counsel Executive Office Secretariat of the Advisory Committee on Administrative and Budgetary Questions Insurance and Claims Section Economic, Social and Human Rights Service Political, Legal & Common Service Treasury Management Advisory Service	1
19	Internal Audit Division Secretariat of the UN Board of Auditors and Panel of External Auditors of the UN and Specialized Agencies Evaluation and Management Advisory Service Central Evaluation Unit Central Monitoring and Systems Control Services	1
	OFFICE FOR PROGRAMME PLANNING, BUDGET AND FINANCE	
20-21	Office of the ASG, (Controller) Financial Management and Control Division Contributions Section Peace-Keeping Financing Division Programme Planning and Budget Division Accounts Division	2

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UNIT	COMPOSITION OF UNITS	No. of Seats
16-17 cont.	Policy Programming and Development Planning Division Policy Co-ordination Branch Development Planning Advisory Branch Country Programme Evaluation Branch	2
	DEPARTMENT OF ADMINISTRATION AND MANAGEMENT	
18	Office of the Under-Secretary-General Joint Appeals Board, Joint Disciplinary Committee and Co-ordinator Panel of Counsel Executive Office Secretariat of the Advisory Committee on Administrative and Budgetary Questions Insurance and Claims Section Economic, Social and Human Rights Service Political, Legal & Common Service Treasury Management Advisory Service	1
19	Internal Audit Division Secretariat of the UN Board of Auditors and Panel of External Auditors of the UN and Specialized Agencies Evaluation and Management Advisory Service Central Evaluation Unit Central Monitoring and Systems Control Services	1
	OFFICE FOR PROGRAMME PLANNING, BUDGET AND FINANCE	
20-21	Office of the ASG, (Controller) Financial Management and Control Division Contributions Section Peace-Keeping Financing Division Programme Planning and Budget Division Accounts Division	2

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UNIT	COMPOSITION OF UNITS	No. of Seats
25-26	BMS Maintenance and Operations Section Transportation Section Shipping and Receiving, Traffic, Travel and Local Transportation Units Office Accommodation Shop	2
27-28	Security and Safety Service	2
29-30	Building and Commercial Services Division Office of the Director Overseas Property Management and Construction Unit UNPA Operation, Production and Marketing Units Archives and Records Management Section Records Management Unit Archives Unit BMS Broadcast and Conference Engineering Unit Information and Reception Unit Planning and Design Unit Architectural and Engineering Unit Office Space Planning Unit Property Management Unit Purchase and Transportation Service Processing Unit Headquarters & Regional Offices Procurement Section Field Missions Procurement Section Freight Forwarding Unit Equipment and Supplies Services Section Stores Control BMS, Office of the Chief	2
31	Electronic Service Division Office of the Director Technological Innovations Service Office Automation Section Maintenance and Repair Shop Infrastructure and Application Support Section	

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UNIT	COMPOSITION OF UNITS	No. of Seats
31 cont.	Telecommunications and Computer Operations Services Administrative Support Unit New York Computing Section Operating Systems Unit Computer Operations Unit Network Engineering and Planning Section Telecommunication Operation Section Network Control Unit Telephone Unit Telegraph Unit	1
	DEPARTMENT OF PUBLIC INFORMATION	
32-33	Office of the Assistant Secretary Gendral Executive Office Human Resources Management Unit Budget, Finance and General Services Unit Programme Evaluation and Communications Research Unit Office of the Spokesman for the Secretary General News Distribution Section Documents Distribution Unit Media Division News Coverage Service Meetings Coverage Section Central News Section Radio and Video Service Office of the Chief of Service Radio Section Central Programmes Unit Regional Programmes Units Anti-Apartheid Radio Section Video Section Television and Audio-Visual Production Section Television News and Production Facilities Unit Photo Unit Audio-Visual Production Libraries Unit Medial Accreditation and Liaison Unit Promotion and Distribution of Audio-Visual Materials Unit	2

UNIT	COMPOSITION OF UNITS	No. of Seats
34	Library and Publications Division Office of the Director Dag Hammarskjold Library Systems Development Unit User Services Section Reference Units Collection Unit United Nations Materials Technical Services Section External Materials Techincal Services Section Acquisition Unit Cataloguing Unit	1
35-36	Publications Service Year book Section UN Chronicle Section Development Business Section Design Section Production and Coordination Section Cartographic Section External Publications Unit Promotion and External Relations Division Policy and Information Service Peace and Security Section Development and Human Rights Section Anti-Apartheid, Palestine and Decolonization Section Africa Section Editorial Section Planning and Promotion Service Planning and Special Programmes Section Exhibits Unit Non-Governmental Organizations Section Public Services Section Guided Tours Unit Group Programme and Community Liaison Unit Public Inquiries Unit External Relations Service Information Centres Programme Section Centres Administrative Unit Dissemination Unit Information Centres and Services Copy Preparation and Proofreading Section Sales Section UNCTAD Liaison Office	2

UNIT	COMPOSITION OF UNITS	No. of Seats
	OFFICE OF CONFERENCE SERVICES	
37	Office of the Director Executive Office Editorial and Official Records Div. Editorial Service Editorial Control Section Official Records Editing Section United Nations Journal Documents Control	1
38	Distribution Section Mechanical Addressing Unit Initial, Delegation, Secretariat, Language Service and Information Centres Distribution Units Secondary Distribution Packing and Storage Unit Sales Dispatch Unit Stock Control Unit Documents Records Unit	1
39	Reproduction Section Production Control Unit Mechanics Unit	1
40-41	Interpretation and Meeting Division Office of the Director Planning and Meeting Service Section Planning and Meeting Servicing Units Interpretation Service Arabic, Chinese, English, French, Russian and Spanish Verbatim Reporting	2
42	Arabic Translation Service Arabic Typing Unit	1
43	Chinese Translation Service Chinese Typing Unit	1

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UNIT	COMPOSITION OF UNITS	No. of Seats
44	Translation Division English Translation Service English Typing Unit German Translation Section Documentation, Reference and Terminology	1
45	French Translation Service French Typing Unit Stenographic Section Correspondence Unit	1
46	Russian Translation Service Russian Typing Unit	1
47	Spanish Translation Service Spanish Typing Unit	1
48-49	Office of the Executive Director Management Review Unit Planning and Coordination Office Evaluation Office Administrative Management Internal Audit Office of the Secretary of Executive Board Information Resources Management Division of Personnel Supply Division Outposting (Canada, Ottawa)	2
50-51	Division of Financial Management Programme Division Programme Funding Emergency Operations	2
52	Greeting Card Operation Division of Information Division of Public Affairs	1

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UNIT	COMPOSITION OF UNITS	No. of Seats
	OVERSEAS FIELD UNITS	
53-57	UNICEF Field Offices:	
	Middle East /Mediterranean/Europe/North Africa	1
	Arfica, South of the Sahara	1
	Asia, South Central Region	1
	Asia, East Asia/Pakistan/Australia	1
	Latin America	1
58-59	Mission and Field Service Staff UNMOIP, UNARDOL, UNAVEM, UNDOF, UNFCYP, UNIFIL, UNSD, UNTSO, UNSCOM, ONUSAL, OSGAP, UNICOM, UNOSG1, MINURSO, ONUMOZ, LUSAKA, MISIV1H, UNAMIR, UNAUB, UNEP, UNMOT, UNOMIG, UNOMIL, UNOMSA, UNOMUR, UNOSOM, UNPROFOR, UNTAC	2
60	UN Information Centers (UNIC)	
	UN University	
	OALOS; INSTRAW	
	DDSMS Project Personnel Units for Africa, Middle East, Asia, Pacific, Europe and Latin America & Regional Projects	1

Optimum number of staff per Electoral Unit = 1252.75, 10,022 divided by 8.

NOMINATION FORM

37th Staff Council

DECLARATION OF WILLINGNESS TO SERVE:

I agree to become a candidate for the election to the 37th Staff Council, and if elected, to serve in that capacity and to fulfill my obligations as an elected member of the 37th Staff council of the United Nations.

UNIT NO.(s) _____

AS REPRESENTATIVE		AS ALTERNATE REPRESENTATIVE
_____	(NAME IN PRINT)	_____
_____	(DEPT./SECTION)	_____
_____	(SIGNATURE)	_____
DATE _____		DATE _____

NOMINATORS:

We, the undersigned staff of the above electoral unit(s), hereby nominate the above named staff member(s) as a candidate(s) for the 37th Staff Council election.

NAME (please print)	DEPARTMENT/SECTION	SIGNATURE
1._____	_____	_____
2._____	_____	_____
3._____	_____	_____
4._____	_____	_____
5._____	_____	_____
6._____	_____	_____
7._____	_____	_____

Nominations must be received not later than Tuesday 28 December 1993
by
Mr. Abdallah Abdallah, President
United Nations Polling Officers, Room DC2-756
United Nations, New York, NY 10017

NOTE: UNDER NO CIRCUMSTANCES CAN THE DEADLINE BE EXTENDED